

Consent Process – Information Sheet

Applicant's Name

- The full names or Company name or Trust (including full names of all Trustees) of the consent holder who will be responsible for the consent and any associated costs.
- A resource consent can only be held by a legal organisation or fully named individual(s). A legal organisation includes a registered limited company, incorporated group or registered trust. If the application is for a Trust, the full names of all Trustees are required. If the application is not for a limited company, incorporated group or trust, then you must use fully named individual(s).
- All invoices will be made out to and sent to the applicant.

Complete Applications

For the consent application to be processed efficiently in the minimum time and at minimum cost, it is critical that as much relevant information as possible is included with the application. If all the necessary information is not entered on the form or supplied with the application then Otago Regional Council may return your application, request further information, or publicly notify your application. This will lead to delays in the processing of your application and may increase processing costs. This application form, when properly completed, should provide an adequate "Assessment of Effects on the Environment" (AEE) where the adverse effects of a proposal are not significant. However, this can only be determined on application.

Policy Assessments

A policy assessment is required in order to have the application accepted as complete under s88 of the Resource Management Act 1991.

You need to provide comments about if your application is in line with the below objectives and policies from the National Policy Statement for Freshwater Management and the Regional Water Plan for Otago.

Depending on your application you may also need to look at the objectives and policies in the Operative and Proposed Regional Policy Statements and Part 2 of the RMA 1991. These documents can be found on our website.

Consultation

(consultation is not compulsory, but it can make a process easier and reduce costs)

Under Section 95E of the Resource Management Act 1991 (the Act), the Council will identify affected parties to an application and if the application is to be processed on a non-notified basis the unconditional written approval of affected parties will be required. Consultation with potentially affected parties and interested parties can be commenced prior to lodging the application.

Consultation may be required with the appropriate Tangata Whenua for the area. The address of the local Iwi office is: Aukaha, 258 Stuart Street, P O Box 446, Dunedin, Fax (03) 477-0072, Phone (03) 477-0071, Email info@aukaha.co.nz. If you are in the Clutha River area you may need to talk to Te Ao Marama Inc, Phone (03) 931 1242. If you require further advice, please contact the Otago Regional Council.

Good consultation practices include:

- Giving people sufficient information to understand your proposal and the likely effects it may have on them
- Allowing sufficient time for them to assess and respond to the information
- Considering and taking into account their responses

Written approval forms are available on Council's website.

Information Requirements

In order for any consent application to be processed efficiently in the minimum time and at minimum cost, it is critical that as much relevant information as possible is included with the application.

Resource Management Act 1991

FOURTH SCHEDULE – ASSESSMENT OF EFFECTS ON THE ENVIRONMENT

(Below are the provisions of the fourth schedule of the Act, which describes what must be in an application for resource consent, as amended in 2015)

1. Information must be specified in sufficient detail

Any information required by this schedule, including an assessment under clause 2(1)(f) or (g), must be specified in sufficient detail to satisfy the purpose for which it is required.

2. Information required in all applications

- (1) An application for a resource consent for an activity (the **activity**) must include the following:
 - (a) a description of the activity; and
 - (b) a description of the site at which the activity is to occur; and
 - (c) the full name and address of each owner or occupier of the site; and
 - (d) a description of any other activities that are part of the proposal to which the application relates; and
 - (e) a description of any other resource consents required for the proposal to which the application relates; and
 - (f) an assessment of the activity against the matters set out in Part 2; and
 - (g) an assessment of the activity against any relevant provisions of a document referred to in section 104(1)(b) (*"document" includes regional and district plans, regulations, national policy statements, iwi plans*).
- (2) The assessment under subclause (1)(g) must include an assessment of the activity against:
 - (a) any relevant objectives, policies, or rules in a document; and
 - (b) any relevant requirements, conditions, or permissions in any rules in a document; and
 - (c) any other relevant requirements in a document (for example, in a national environmental standard or other regulations).
- (3) An application must also include an assessment of the activity's effects on the environment that:
 - (a) includes the information required by clause 6; and
 - (b) addresses the matters specified in clause 7; and
 - (c) includes such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.

3. Additional information required in some applications

An application must also include any of the following that apply:

- (1) if any permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates that it complies with the requirements, conditions, and permissions for the permitted activity (so that a resource consent is not required for that activity under section 87A(1))
- (2) if the application is affected by section 124 or 165ZH(1)(c) (which relate to existing resource consents), an assessment of the value of the investment of the existing consent holder (for the purposes of section 104(2A))
- (3) if the activity is to occur in an area within the scope of a planning document prepared by a customary marine title group under section 85 of the Marine and Coastal Area (Takutai Moana) Act 2011, an assessment of the activity against any resource management matters set out in that planning document (for the purposes of section 104(2B)).

4. (relates to subdivisions – not included here as subdivisions are not within ORC's jurisdiction)

5. Additional information required in application for reclamation

An application for a resource consent for reclamation must also include information to show the area to be reclaimed, including the following:

- (1) the location of the area; and
- (2) if practicable, the position of all new boundaries; and
- (3) any part of the area to be set aside as an esplanade reserve or esplanade strip.

Assessment of environmental effects

6. Information required in assessment of environmental effects

- (1) An assessment of the activity's effects on the environment must include the following information:
 - (a) if it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity
 - (b) an assessment of the actual or potential effect on the environment of the activity
 - (c) if the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment that are likely to arise from such use
 - (d) if the activity includes the discharge of any contaminant, a description of:
 - (i) the nature of the discharge and the sensitivity of the receiving environment to adverse effects; and

- (ii) any possible alternative methods of discharge, including discharge into any other receiving environment.
 - (e) a description of the mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect
 - (f) identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted
 - (g) if the scale and significance of the activity's effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved
 - (h) if the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).
- (2) A requirement to include information in the assessment of environmental effects is subject to the provisions of any policy statement or plan
- (3) To avoid doubt, subclause (1)(f) obliges an applicant to report as to the persons identified as being affected by the proposal, but does not:
- (a) oblige the applicant to consult any person; or
 - (b) create any ground for expecting that the applicant will consult any person.

7. Matters that must be addressed by assessment of environmental effects

- (1) An assessment of the activity's effects on the environment must address the following matters:
- (a) any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or cultural effects
 - (b) any physical effect on the locality, including any landscape and visual effects
 - (c) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity
 - (d) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural value, or other special value, for present or future generations
 - (e) any discharge of contaminants into the environment, including any unreasonable emission of noise, and options for the treatment and disposal of contaminants
 - (f) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.
- (2) The requirement to address a matter in the assessment of environmental effects is subject to the provisions of any policy statement or plan.

Set out below are details of the amounts payable for those activities to be funded by fees and charges, as authorised by s36(1) of the Resource Management Act 1991.

Resource Consent Application Fees (from 1 July 2020)

Note that the fees shown are a **deposit** to be paid on lodgement of a consent application and applications for exemptions in respect of water metering devices. This deposit will not usually cover the full cost of processing the application, and further costs are incurred at the rate shown in the scale of charges. GST is included in all fees and charges.

If you wish to make a payment via internet banking, or on line, the details are below. Please note the applicants name and 'consent application' should be used as reference when paying the deposit.

For ways to pay, visit: www.orc.govt.nz/consents/ready-to-apply-for-a-consent